

Mobile GR & Parking Services Department
Parking Meter Hood Policy & Procedures
Rate Increase Effective: July 1, 2016



SUBJECT: Reserving Metered Parking Space (s).

POLICY: Metered parking spaces are for the use of the general public who are required to pay for the use of the space by depositing the required amount in the meter for the use of the space unless a meter space (or spaces) is reserved for parking or another lawful use as indicated in this Policy by use of the procedures indicated.

PURPOSE: Metered parking space (s) may be reserved by City departments and others with special needs for reasons that may include but are not limited to access to a facility or construction site, building or street construction, remodeling, special events, or moving. The parking meter hood service reserves and guarantees a contractor the availability of curbside parking space (s).

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1. Arrangements to reserve a metered space shall be made by contacting the City of Grand Rapids Mobile GR & Parking Meter Operations Division online. To access the Meter Reservation Application visit our website at <http://grcity.us/enterprise-services/Parking-Services/Pages/Meter-Reservation-Program.aspx>, complete and submit the application form. If you have any questions, please contact us at 616-456-3290, 50 Ottawa N.W., Grand Rapids, MI 49503 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The person or entity requesting that a meter or meters be hooded is referred to as the contractor.
 2. Meter hooding services must be made at least 24-hours before the commencement of the hooding. It is also the responsibility of the contractor to cancel the reservation 24-hour in advance of the request otherwise services will be billed according to reservation that was made.
 3. The contractor must provide dates and times when the reservation is to start and end and the meter numbers indicating the exact location and number of meters involved.
 4. City departments and other governmental entities are required to follow the same policy and procedures for reserving meter space (s) as other contractors. Internal billing codes for City departments will be requested at the time services are rendered.
 5. The meter reservation service fees are charged for use every day of the week, Sunday through Saturday.
 6. When the City's Engineering Office has issued a permit to close a city street that has metered parking, it is the responsibility of the contractor to contact the Parking Meter Operations Division to make arrangements for reserving parking meters. No use of the metered parking spaces may be made unless the meters are hooded except as provided for in this document.
 7. City Contractors will not be required to pay for hooding under the following circumstances:
 - Emergencies
 - Planned projects – e.g., sidewalk repair, right of way and street maintenance.
 - Where, at the onset of the project, it is known that meters will not be reinstalled after the project's completion.
 - Complete reconstruction of a street.
 8. Parking tickets incurred before and after reservation dates or by use of the reserved space not in compliance with this document are the responsibility of the vehicle owner as provided for by law.

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9. Special signage development, placement and other associated costs (e.g. *"Cars will be towed after 8:00 a.m., ABC Construction & Siding."*) is the responsibility of the contractor. The Parking Meter Operations Division Supervisor or another authorized person must approve all signage, including the placement of the signs.
10. Vehicles that are parked in a reserved meter space shall clearly be marked on driver's door with appropriate information demonstrating that the vehicle may be parked in the hooded-metered space (company logo size: minimum size 8 1/2" x 11" magnetic or painted on vehicle). All unmarked vehicles are subject to ticketing and/or towing without further notice. [For Special Events, vehicles must display parking pass in driver's window of the vehicle.]
11. The City of Grand Rapids may temporarily remove hoods to provide meter space accessibility to the general public. No charge to a contractor shall be made for such periods.
12. The "Reserving Metered Hood Parking Space" program's purpose is not for the intended use of contractor or employee parking.
13. The Mobile GR & Parking Services Department reserves the right to revoke or limit the number of parking spaces reserved by a contractor.
14. If a contractor fails to comply with the law or the requirements of this policy and procedure, the reservation may be cancelled and the hood (s) removed without notice.
15. No parking meter or coin-operated unit may be tampered with or removed by a contractor without permission from the Mobile GR & Parking Meter Operations Division. Such an action will be treated as a criminal act.
16. To file a complaint that a vehicle is parked in your reserved space or that an unauthorized vehicle is parked in the reserved space you may contact the Grand Rapids Police Department at 616-456-3400 or Mobile GR & Parking Services Department at 456-3290.
17. Please see Omnibus Fee Schedule for Parking Meter Hood Fees.
18. To request a permanent removal of a parking meter. A formal request to remove a parking meter (s) must be made to the Mobile GR & Parking Services Department at MobileGR@grcity.us . A non-refundable \$50 application fee will be assessed to the requestor. A formal hearing to consider the removal of a parking meter will be conducted. If approved, a removal fee of \$25 per meter will be charged to the requestor. A final decision will be made at the hearing.
19. Reserved metered space fees shall be paid in advance or may, at the City's discretion, be invoiced on a monthly basis.
20. Contractors reserving metered parking spaces are subject to all provisions of the Grand Rapids City Code, Article 4. Parking Regulations.
21. Payments including the invoice number (#) should be mailed to: Grand Rapids City Treasurer Room 200 City Hall, 300 Monroe N.W., Grand Rapids, MI 49503-2296 or you may pay online at grcity.us/epaybills .